

Columbus Parks and Recreation Department

Position Description

Position Title: Director of Parks and Recreation

Department: Parks and Recreation

Reports to: Mayor and Parks and Recreation Board

Supervises: Multiple management level employees

Summary of Functional Responsibilities:

The Director administers and supervises all areas of the Parks and Recreation Department. Each area has a director or manager who is responsible to carry out the mission of the department and make sure the day to day functions are completed according to policy and procedures established by the Parks and Recreation Board, Mayor and/or City Council as may be appropriate and reports to the Mayor and Parks and Recreation Board.

The Director is responsible for developing a department mission and vision that reflects the desires of the Parks and Recreation Board, the Office of the Mayor, and the community.

Specific Duties of the Position:

1. Responsible for the administration and supervision of the department within the policies, procedures, and mission established and approved by the Parks and Recreation Board, Mayor and/or City Council as may be appropriate.
2. Leads the department in the development and implementation of its strategic plan consistent with the City-wide plan.
3. Works with staff to develop the annual operating and capital improvement budgets for approval by the Parks and Recreation Board, Mayor, and City Council. Responsible to see that the department stays within city budget guidelines.
4. Responsible to develop and maintain relationships and contacts with community leaders, city and county government officials, business, economic development leaders and private and community foundations.
5. Represents the department on various community committees and serves as the key person in maintaining good relationships with all collaborative partners.
6. Responsible for the training and development of people within the organization.
7. Serves as the key person in the community promoting the benefits of parks and recreation. Provides leadership and vision for the department and the community.
8. Serves on the Columbus Park Foundation and works to support the CPF mission.
9. Responsible to keep department and staff up-to-date with professional training and education through involvement in state and national park and recreation associations.
10. Keep the Parks and Recreation Board and staff informed of industry "best practices" and current trends in parks and recreation management.
11. Perform other duties as needed and directed by the Parks and Recreation Board and the Mayor.

Education and Experience:

Bachelor's Degree in Parks and Recreation Administration or a related field. Five to ten years of increasingly responsible management and operations experience in parks and recreation or related field.

Judgment:

Work is of a high degree of difficulty and complexity and is performed under direction with considerable latitude granted the incumbent for exercise of independent judgment.

Supervisory Responsibility:

Directs a department of fifty or more people and is responsible for organization structuring and effectively and efficiently managing a multi-million dollar budget and capital inventory. Administrative activity is complex and may demand innovative measures to accomplish.

Relationships Responsibility:

Relationships inside and/or outside the organization on complex matters of a high degree of importance to the organization.

Working Conditions:

Ordinary working conditions.